

24 August 2000

Transportation

RESERVE AERIAL PORT PROGRAM



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements HQ AFRC Policy Directive 24-1, *Reserve Aerial Port Policy* and provides guidance for organization, management, and operations activities and requirements applicable to reserve aerial port units. If situation arise which are not adequately covered or cannot be resolved, forward request for guidance through channels to HQ AFRC/DON. Recommendation for changes to this instruction should be similarly forwarded.

SUMMARY OF REVISIONS

This revision includes a statement for using the Air Transportation Computer Based Training system to supplement functional area training. The title of the unit deployment coordinator has been re-designated to Unit Training Deployment Manager (UTDM). Some of the requirements for annual tour and unit training assemblies (UTA) deployment coordination has been changed. Information covering the Deployment Review Group/Deployment Review Board (DRG/DRB) and the Airlift Allocations Conference (AAC) process has been added. Information on Patriot Partner exercises and AMC Junior Officer Orientation Program (AJOP)/AMC Senior NCO Training and Orientation Program (ATOP) have also been included. The Management of Aerial Port Training Aids (APTA) has been changed to reflect procedures for the acquisition of and disposition of the APTA. A chapter has been added covering Military Personnel Appropriations (MPA) mandays. References have been updated in all sections of this instruction. Web site addresses have been added in portions of this instruction to assist in locating information.

Chapter 1— ORGANIZATION OF AERIAL PORTS UNITS	5
1.1. General.	5
1.2. Mobilized Organization Structure	5
1.3. Training Organization Structure	5
1.4. Guidelines For Peacetime Support and Training Functions	5

1.5. Other Peacetime Training	6
1.6. Functional Area Training	6
Chapter 2— DEPLOYMENTS	8
2.1. General.	8
2.2. References:	8
2.3. Guidelines:	8
2.4. PATRIOT Partners:	10
2.5. Responsibilities:	10
Table 2.1. Checklist for Deployment Actions.	14
Chapter 3— ANNUAL TOUR SCHEDULING AND PLANNING	18
3.1. General.	18
3.2. Guidelines:	18
3.3. Sequence of Events and Responsibilities:	19
3.4. Annual Tour (AT) Team Composition:	20
Chapter 4— AERIAL PORT UNITS WITH AERIAL DELIVERY SECTIONS	21
4.1. General.	21
4.2. Organization, Mission and Operations.	21
4.3. Guidelines:	21
Chapter 5— FORMAL TRAINING (SCHOOLS)	22
5.1. General.	22
5.2. Programming Reserve Requirements for School Tours of Active Duty Training (ADT).	22
5.3. Course Quota Utilization:	22
5.4. Scheduling Mobile Training Teams (MTT):	22
5.5. Responsibilities:	22
Chapter 6— TRAINING MANAGEMENT AND ADMINISTRATION	24
6.1. General.	24
6.2. Approaches to Training.	24
6.3. Training Modules.	24
6.4. Pretesting.	25
6.5. Responsibilities:	25

AFRCI24-101 24 August 2000	3
Chapter 7— AIR TRANSPORTATION COMPUTER BASED TRAINING (ATCBT)	27
7.1. General.	27
7.2. Guidelines:	27
7.3. ATCBT Manager Responsibilities:	27
7.4. ATCBT Workstations.	28
Chapter 8— RESERVE AERIAL PORT DATA SYSTEM (RAPDS)	29
8.1. General.	29
8.2. References:	29
8.3. Responsibilities.	29
8.4. Revisions	31
Chapter 9— MANAGEMENT OF AERIAL PORT TRAINING AIDS (APTA)	32
9.1. General.	32
9.2. Acquisition Requirements:	32
9.3. Responsibilities of Organization/Unit possessing APTAs:	32
9.4. APTA Training Requirements:	33
9.5. Maintenance of Aerial Port Training Aids:	33
9.6. APTA Operations:	34
9.7. Disposition:	35
Chapter 10— EXPLOSIVES SAFETY/HAZARDOUS MATERIAL (HAZMAT) HANDLING	36
10.1. General.	36
10.2. References:	36
10.3. Objectives:	36
10.4. Explosives Handling Responsibilities:	36
10.5. Training:	37
10.6. HAZMAT Handling Responsibilities:	37
Chapter 11— AERIAL PORT AIR RESERVE TECHNICIAN (ART) SUPPORT STAFF	39
11.1. General.	39
11.2. Duties and Responsibilities:	39
Chapter 12— MILITARY PERSONNEL APPROPRIATION (MPA) MAN-DAY PROGRAM	42
12.1. General.	42

4

AFRCI24-101 24 August 2000

12.2. Responsibilities	42
12.3. Forms Prescribed	42
Attachment 1— GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION	43
Attachment 2— SAMPLE OF CONUS FUNDING REQUEST (FOR STATE-SIDE DEPLOYMENTS ONLY. FILL IN ITALIC AREAS.)	45
Attachment 3— SAMPLE OCONUS FUNDING REQUEST	46

Chapter 1

ORGANIZATION OF AERIAL PORTS UNITS

1.1. General. This chapter outlines the organizational requirements for aerial port units. The wartime mission forms the foundation of the organizational structure. Essential peacetime training and support functions are added to allow maximum training for mission readiness.

1.2. Mobilized Organization Structure. Mobilized organization structure is governed by wartime Operation Plans (OPLANs), Designed Operational Capability Statements (DOC), Unit Type Codes (UTC), and other applicable gaining command directives.

1.3. Training Organization Structure. Commanders evaluate OPLANs, DOCs, UTCs, Global Assets Listing (GAL) and applicable directives to determine unit training objectives. Applicable directives include, but are not limited to: AFMAN 10-401, *Operation Plan and Concept Plan Development and Implementation*; AFI 10-403, *Deployment Planning*; AFJMAN 24-204, *Preparing Hazardous Materials for Military Air Shipments*, and AMCI 10-403, *Air Mobility Command Force Deployment*. The basic organization of Reserve aerial port units is outlined in AFJI 24-109, *Air Terminals and Aerial Ports*, AMCI 24-101, Volume 18, *Military Airlift-AMC Aerial Port Mobility Units and Aerial Delivery Flights*, AMCI 24-101, Volume 21, *Military Airlift and Air Reserve Component (ARC) Aerial Port Training*, AMCI 24-101, Volume 22, *Military Airlift-Training Requirements for Aerial Port Operations*. Commanders organize their units to conduct effective and efficient training to meet their wartime mission.

1.4. Guidelines For Peacetime Support and Training Functions:

1.4.1. Commanders ensure essential peacetime support and training functions are accomplished. Number of personnel assigned to peacetime training functions vary by unit. Individuals may be assigned primary duties in these training positions once they are fully qualified in duties and continue to receive proficiency training of their assigned mobility position. Positions include:

1.4.1.1. Unit Deployment Managers (UDM). Coordinate with host/support XP for annual OPlan review. Administers unit plans, mobility, and readiness programs according to AFMAN 10-401, AFI 10-403, AMCI 10-403, and other applicable directives.

1.4.1.2. Unit Safety Monitor. Administers unit safety program according to AFI 91-202, *The US Air Force Mishap Prevention Program*; AFI 91-301, *Air Force Occupational and Environmental Safety, Fire Prevention, and Health (AFOSH) Program*; AFI 91-302, *Air Force Occupational and Environmental Safety, Fire Protection, and Health (AFOSH) Standards*; and other governing directives.

1.4.1.3. Materials Handling Equipment (MHE) Training Monitor. Develops unit MHE and other vehicle driver training programs according to AFJMAN 24-306, *Manual for the Wheeled Vehicle Driver*; AFMAN 24-307, *Procedures for Vehicle Maintenance Management*; AFI 24-301, *Vehicle Operations*, AFI 24-302, *Vehicle Maintenance Management*, AFPAM 24-317, *Vehicle Control*; and OSHA 91-46, *Materials Handling and Storage Equipment*.

1.4.1.4. SORTS Monitor. Administers the unit SORTS reporting program according to AFI 10-201, *Status of Resources and Training System*.

1.4.1.5. Security Manager. Administers unit security and restricted area badge programs according to AFI 31-101 Volume 1, *Air Force Physical Security Program*, and other applicable directives.

1.4.1.6. Self Evaluation/Quality Control. Personnel assigned to this function work directly for the commander and administer the SE/QC program according to AFI 90-201, *Inspector General Activities*, and AMCI 24-101, Volume 21.

1.4.1.7. Unit Training Branch. Performs all unit level functions described in AFMAN 36-2234, *Instruction System Development*, AFI 36-2201, AFRC Sup 1, *Developing, Managing, and Conducting Training*, and AFMAN 36-2247, *Planning, Conducting, Administering and Evaluating Training*.

1.4.1.8. Unit Disaster Preparedness Monitor. Administers chemical warfare defense and disaster preparedness programs according to AFPD 32-40, *Disaster Preparedness*; AFI 32-4001, *Disaster Preparedness Planning and Operations*; AFI 32-4002, *Hazardous Material Emergency Planning and Response Program*; and other applicable directives.

1.5. Other Peacetime Training. Support functions may include, but are not limited to:

1.5.1. Academic/Ancillary Training Monitor.

1.5.2. RAPDS/ATCBT Monitor.

1.5.3. OJT Monitor.

1.5.4. Awards and Decorations Monitor.

1.5.5. Unit Career Advisor.

NOTE: Administer these peacetime support and training functions according to applicable directives.

1.6. Functional Area Training:

1.6.1. Personnel complete education and training requirements in the Air Transportation Specialty (AFSC 2T2X1) Career Field Education and Training Plan (CFETP). The CFETP provides personnel a clear path to success and instills rigor in all aspects of career field training.

1.6.1.1. Use Air Mobility Warfare Center Air Transportation Computer Based Training (ATCBT) to supplement functional area specific training.

1.6.2. Commanders are encouraged to establish procedures for selecting personnel to attend formal schools and obtain additional skills and knowledge that qualify them to perform effectively in their duties. Forecast annual formal school requirements through appropriate numbered air force (NAF) to HQ AFRC/DONR. Suggested courses include (see *Air Force Education & Training Course Announcements Web Page*: <http://hq2af.keesler.af.mil./etca.htm>.):

1.6.2.1. Combat Readiness Course (L3AZR2T051 006).

1.6.2.2. Introduction to Transportation Management (L5OZN24T3 000).

1.6.2.3. Air Transportation Manager (335AMC2T2X1 004).

1.6.2.4. AMC Deployed ITV Course (335AMC2T2X1 008).

1.6.2.5. Aerial Port Operations Course (335AMC2T2X1 009).

I 1.6.2.6. Air Transportation Contingency Operations Course (335AMC2T2X1 010).

Chapter 2

DEPLOYMENTS

2.1. General. This chapter identifies preparation and general actions necessary for aerial port unit/team deployments and outlines some references, guidelines, and responsibilities (**NOT** all-inclusive). A sample preparation checklist is provided in Table 2.1.

2.2. References:

- 2.2.1. DOD 4500.54-G, *Foreign Clearance Guide*.
- 2.2.2. DOD 4500.9-R, Part III, *Defense Transportation Regulation Mobility*.
- 2.2.3. AFMAN 10-401, Vol 1, *Operation Plan and Concept Plan Development and Implementation*.
- 2.2.4. AFI 10-403, *Deployment Planning*.
- 2.2.5. AMCI 10-403, *Air Mobility Command Force Deployment*.
- 2.2.6. AFI 32-6005, *Unaccompanied Housing Management*.
- 2.2.7. AFI 31-210/AFRC Sup, *The Air Force Antiterrorism/Force Protection (AT/FP) Program Standards*.
- 2.2.8. AFMAN 36-8001, *Reserve Personnel Participation and Training Procedures*.
- 2.2.9. AFRCI 10-204, *Air Force Reserve Exercise and Deployment Program*.
- 2.2.10. AFRCI 11-201, *Flight Operations*.
- 2.2.11. AFI 31-101, Volume 1, *Air Force Physical Security Program*.
- 2.2.12. AMCI 24-101, Volume 1, *Military Airlift-Transportation*.
- 2.2.13. AFI 31-207, *Arming and Use of Force by Air Force Personnel*.
- 2.2.14. AFM 10-100, *Airman's Manual*.
- 2.2.15. AF Handbook 32-4014, Volume 4, *USAF Ability to Survive and Operate Procedures in a Nuclear, Biological, and Chemical (NBC) Environment*.

2.3. Guidelines:

2.3.1. Overview. Required actions during preparation for deployments are normally the same for movements during unit training assemblies (UTA) and annual tours (AT). All deployments must be routed through or coordinated with the Wing XP office according to AFRCI 10-204.

2.3.1.1. The AFRC Deployment Review Board (DRB) must approve deployments (quarterly) requiring AFRC organic airlift or commercial funding. The DRB meets quarterly (Oct, Jan, Apr and Jul) and annually to consider deployment requests (Jul's meeting is when all the following FY deployments are reviewed). Quarterly meetings are held to consider additions and/or changes to previously approved schedules. DRB approved requests are forwarded to the Airlift Allocations Conference for organic airlift support. Requests not approved are returned to HQ AFRC/DON for dissemination. The DRB consists of HQ AFRC directors and heads of special staff agencies and is chaired by AFRC/CV with the Director of Operations as the primary OPR. The Deployment

Review Group (DRG) consists of representatives from each HQ AFRC functional area plus an advisory member from AFRC/DOOM and FMAR and is chaired by the Operations Director. This group reviews all exercises and deployments to ensure compliance with AFRC guidance and provides information to the financial working group and airlift allocations process. The DRG forwards its recommendations to the DRB. The DRG normally meets 2 weeks before the DRB. Required submission dates for deployment requests are as followed:

<u>Deployment Dates</u>	<u>Request to AFRC NLT</u>
1 Oct - 31 Dec	3 Jun
1 Jan - 31 Mar	3 Sep
1 Apr - 30 Jun	3 Dec
1 Jul - 30 Sep	3 Mar

NOTE: Submit DD Form 1249, SAAM or JCS Exercise-Airlift Request, will be submitted along with deployment request.

2.3.1.2. After the deployment schedule has been approved by the DRB, the airlift allocations conference (AAC) convenes approximately 15 days later to determine the availability of organic airlift to support the requirements. Flying units receive the data base electronically within 3 days after the DRB.

2.3.1.3. When organic airlift is unavailable and an annual tour deployment is approved for commercial airlift, units forward a letter to the appropriate NAF/DON to request funding. The letter includes round-trip travel cost from home-station to the aerial port of embarkation (APOE) or Continental United States (CONUS) training site. NAF/DONs forward requests to HQ AFRC/DON for funding by HQ AFRC/FM. If the cost of number of personnel exceeds 10 percent of the originally scheduled deployment a Staff Summary Sheet is required. Changes to UTA or AT schedules published by HQ AFRC/DPT must be coordinated through the appropriate NAF/DON and HQ AFRC/DON staffs to prevent adverse affects on airlift requirements and funding allocations. See attachment 2 and 3 for a sample of the "funding request" letters.

2.3.2. UTA Deployments:

2.3.2.1. UTA deployments are allowed when organic airlift is available/used or the deployed destination is within a reasonable distance (and total travel time) by surface transportation. Do not use commercial air transportation for UTA deployments. Use of five or more UTA periods (where possible) is recommended to maximize use of airlift, training facilities, and equipment at the deployed location. Units must submit DD Form 1249 to HQ AFRC/DONR through their appropriate NAF/DON to request airlift for each deployment. This includes annual tours and UTA fly-aways. For UTA drive-aways, no DD Form 1249 is required, however, deployment must be approved within normal DRB channels.

2.3.2.2. Units are authorized one UTA fly-away/drive-away deployment per fiscal quarter. Requests for deviations must be routed through the appropriate NAF/DON. Examples of acceptable requests for deviation are:

2.3.2.2.1. Adverse weather conditions or other safety related hazards.

2.3.2.2.2. Inability of host site to support the deploying aerial port unit.

2.3.2.2.3. Cancellation of established airlift support.

2.3.2.3. The annual tasking and deployment of personnel requirement in AFI 10-403, or other applicable instructions/supplements can be satisfied through a UTA or AT deployment if personnel actually process through a personnel processing line set up by a host unit.

2.3.3. Annual Tour Deployments:

2.3.3.1. Request organic airlift support for CONUS travel requirements using a DD Form 1249 for all annual tour deployments. When the training site is less than 350 miles from home station, use surface transportation. Coordinate any exceptions to this paragraph through the appropriate NAF/DON and HQ AFRC/DON.

2.3.3.2. Annual tour teams deploying offshore must request organic airlift to their annual tour destination, designated APOE, or commercial gateway from where overseas movement is to begin via AMC channel airlift. Make commercial reservation requests as soon as possible after notification that organic/Special Assignment Airlift Mission (SAAM) airlift is unavailable. Once commercial tickets are picked up, they should not be canceled, even if organic airlift becomes available.

2.3.3.3. Units must pursue maximum discount airfares through the servicing traffic management office (TMO) for commercial air movement of AT teams.

2.4. PATRIOT Partners:

2.4.1. Patriot Partner exercises are authorized annual tours with an emphasis on the Air Reserve Component (ARC) personnel taking over the active duty aerial port (partial take-over). The percentage of the take-over must be agreed upon by the active duty unit and the ARC units involved. These exercises provide the ARC with excellent management opportunities.

2.4.2. Patriot Partner exercises require additional coordination due to the number of participants. These participants may come from one or several Air Force Reserve and Air National Guard (ANG) units. When more than one unit is involved in the exercise, a lead unit must be identified. Normally, if there's an ARC unit that is co-located with the host aerial port they are designated as the lead unit. However, if the Patriot Partner is held at a location with no ARC unit assigned, then the unit with the greatest number of participants will be designated as the lead unit.

2.4.3. The lead unit is responsible for preparing the Patriot Partner Exercise Plan. A sample of this plan can be found on the AFRC Aerial Port home page, under down load. Web address: <http://w3.afrc.af.mil/hq/do/don/Download.htm>.

2.5. Responsibilities:

2.5.1. HQ AFRC/DON:

2.5.1.1. Presents aerial port unit deployment schedules to the HQ AFRC DRB.

2.5.1.2. Submits deployments approved by the DRB to the AFRC Quarterly Airlift Allocation Conference for organic airlift consideration.

2.5.1.3. Notifies NAF/DON of DRB and airlift allocations results.

2.5.1.4. Coordinates with HQ AFRC/DOOM/DOOX on all changes or cancellations of organic airlift support published in the quarterly airlift allocations schedule.

2.5.1.5. Collects, analyzes, and forecasts transportation cost data for unit deployments.

2.5.2. NAF/DON:

2.5.2.1. Notifies units of DRB and airlift allocations results.

2.5.2.2. Monitors planning progress of units scheduled for deployment.

2.5.2.3. Monitors scheduled organic airlift support of unit deployments/redeployments.

2.5.2.4. Coordinates changes with affected units and HQ AFRC/DON.

2.5.3. Unit Commander:

2.5.3.1. Reviews approved AT and UTA schedules for airlift deployment requirements.

2.5.3.2. Designates a unit training deployment manager (UTDM).

2.5.3.3. Appoints a deployment team chief (TC) for each unit deployment.

2.5.3.4. Establishes procedures for effective coordination between UTDM, deploying TC, and team members.

2.5.3.5. Monitors unit planning activities.

2.5.4. Unit Air Reserve Technician (ART):

2.5.4.1. Reviews approved AT and UTA schedules for airlift deployment requirements with unit commander and staff.

2.5.4.2. Monitors unit deployment planning programs.

2.5.4.3. Notifies NAF/DON of problems with organic/SAAM Airlift.

2.5.5. Unit Training Deployment Manager (UTDM):

2.5.5.1. Reviews approved AT and UTA schedule for airlift deployment requirements. Initiates checklist for each deployment (table 2.1).

2.5.5.2. Ensures overseas port calls are requested for AT teams. Ensures request for organic airlift is submitted and port calls are received from the servicing TMO no later than 90 days before the deployment month.

2.5.5.3. Obtains commercial/city pair reservations for annual tour teams as appropriate.

2.5.5.4. Ensures appropriate travel orders are published in sufficient time to allow team members to prepare for their tour of duty.

2.5.5.5. Keep the commander and staff informed of deployment status.

2.5.5.6. Submits area clearance request according to DOD 4500.54G, *Foreign Clearance Guide*, with an information copy to the appropriate NAF/DON.

2.5.5.7. Processes AF Form 616, **Fund Cite Authorization (FCA)**, if required, upon request from host base FM.

2.5.6. Deployment Team Chief:

2.5.6.1. Initiates and maintains a checklist of required actions (table 2.1).

2.5.6.2. Submits a DD Form 1249, **SAAM or JCS Exercise-Airlift Request**, as required.

2.5.6.2.1. Uses standard passenger weights and includes number of pallet positions requested for baggage/cargo.

NOTE: Do not include personal baggage in the cargo weight.

2.5.6.2.2. Confirms deployment information.

2.5.6.2.3. Requests assistance from unit ART when:

2.5.6.2.3.1. A unit deployment requirement is in conflict with scheduled airlift.

2.5.6.2.3.2. There is a change in the support capability of the group or wing scheduled to airlift the unit.

2.5.6.2.3.3. Any condition develops which affects the departure.

2.5.6.3. Ensures the unit ART reviews the AFRC Form 14, **Aerial Port Team Deployment Personnel Data**, before sending it to the active duty unit reserve coordinator. Forward a copy to the appropriate NAF for their review 60 days prior to deployment. Submit AFRC Form 14 (or other automated product), with cover letter, not later than 45 days before team departure. Include a letter requesting base transportation support for teamwork shifts and meal periods. Ensure specific training objectives are established for all team members including officers and senior NCOs. Provide a courtesy copy to HQ AFRC/DON and the appropriate NAF/DON. Coordinate any changes (by message) made after submission of initial AFRC Form 14 with the host active duty unit and appropriate NAF/DON. Complete as follows:

2.5.6.3.1. "NAME" column. Enter "TC" indicating Team Chief and "ATC" indicating assistant Team Chief after the name of appropriate individuals.

2.5.6.3.2. "SSN" column. Enter complete social security number of each team member to assist the host base reserve coordinator in making billeting reservations.

2.5.6.3.3. "AFSC" column. Use control AFSC (for example, 2T2X1).

2.5.6.3.4. "MHE QUAL" column. Use vehicle MHE codes to identify each vehicle or piece of equipment an individual is qualified to operate.

2.5.6.3.5. "TRAINING REQUIRED" column. Use this column to indicate required training (use training codes) as identified by an individual's supervisor. The host unit's training capabilities can be verified by using the active duty training matrix. This matrix is available from the AMC OLs at each reserve NAF.

2.5.6.3.5.1. Enter the vehicle MHE code (see reverse of AFRC Form 14) of the vehicles individuals are to qualify or recertify on in the "TRAINING REQUIRED" column. If "other" is used, enter the short nomenclature of the vehicle or equipment.

2.5.6.3.5.2. Units are encouraged to assign their officer and senior NCO personnel without previous aerial port experience to the Air Terminal Operations Center (ATOC) for the first 7 days of the tour to provide them a well-rounded view of all aerial port functions. Identify this as an "ATOC Overview" on the AFRC Form 14. The host aerial port may provide officers an option of working the ATOC or in a particular functional area for the

duration of their tour. Senior NCOs may be assigned to work with a functional area supervisor. Officers/SNCOs are encouraged to participate in the ANG/AFRC Junior Officer Orientation Program (AJOP), ANG/AFRC Senior NCO Training and Orientation Program (ATOP) while deployed on annual tour. Information on these programs can be found on the Reserve Coordinators Information Base Web Site: <http://www.safb.af.mil/hqamc/aos/web/index.htm> or the HQ AFRC/DON Download Page.

2.5.6.4. Coordinates on-base lodging for deploying unit. Contract quarters may be used only if the unit/wing can fund the additional cost difference between on base and contract quarters. Lodging arrangements for AFRC personnel must be comparable with other TDY personnel to that location.

2.5.6.5. Ensures a pre-departure security and threat awareness briefing is provided to personnel scheduled for overseas deployments. Prior to departure, the team chief requests a security orientation and threat awareness briefing from the appropriate agency. A local briefing should also be given immediately upon arrival at the deployed location.

2.5.6.6. Ensures team members deploy with proper uniforms, safety equipment, and additional clothing/equipment requirements as required.

2.5.6.7. Ensures team members deploy with:

2.5.6.7.1. Immunization record updated with immunizations required for the area of deployment.

2.5.6.7.2. Identification tags (dog tags).

2.5.6.7.3. Valid DD Form 2 (Reserve), **Armed Forces of the United States Geneva Conventions Identification Card**.

2.5.6.7.4. Reserve Aerial Port Data System (RAPDS) training documentation for each individual to include and not limited to:

2.5.6.7.4.1. JQS Worksheet.

2.5.6.7.4.2. RAPDS history.

2.5.6.7.4.3. Other documentation necessary to aid or accomplish training at the deployed location or as required by local policy. AF Form 483, Certificate of Competency, (that is flight line proficiency cards)

2.5.6.7.5. AF Form 2293, **US Air Force Motor Vehicle Operator Identification Card** or OF Form 346, **US Government Motor Vehicle Operator's Identification Card**.

2.5.6.7.6. AF Form 171, **Request for Driver's Training and Addition to U. S. Government Driver's License** (if applicable).

2.5.6.7.7. Appropriate AF Form 1199A, **USAF Restricted Area Badge**; AF Form 1199B, **USAF Restricted Area Badge**; or AF Form 1199C, **USAF Restricted Area Badge**.

2.5.6.8. Coordinates and arranges work schedules and transportation requirements with the active duty reserve coordinator. Ensures an on-site orientation briefing, to include work and safety hazards, is given to personnel prior to final assignment to a work area.

2.5.6.9. Hand-carries current Air Transportation Computer Based Training (ATCBT) disk.

2.5.6.10. Conducts a mid-tour evaluation with the host unit reserve coordinator to identify problems or areas of concern. Resolves areas of concern with the host unit's reserve coordinator whenever possible before elevating through the chain of command. Use the end-of-tour report to identify problems or areas of concern not resolved.

2.5.6.11. Ensures articles obtained from mobility stocks are returned to base supply.

2.5.6.12. Forwards an end-of-tour report for all deployments (annual tour and UTA) to the appropriate NAF/DON with a courtesy copy to HQ AFRC/DON not later than 30 days following tour completion. The report (as a minimum):

2.5.6.12.1. Is addressed to the appropriate unit commander, Operations Group/CC, NAF/DON, and HQ AFRC/DON, IN TURN.

2.5.6.12.2. Includes total number of deployed officer and enlisted personnel.

2.5.6.12.3. Indicates the training location and tour dates.

2.5.6.12.4. Shows mode of transportation.

2.5.6.12.4.1. Home station to APOE or training site (CONUS) to home station and total cost. Do not include AMC transportation costs incurred for off-shore travel.

2.5.6.12.4.2. APOE to training site.

2.5.6.12.4.3. Aerial Port of Debarkation (APOD) or training site (CONUS) to home station and return.

2.5.6.12.5. Includes AFRC cost for off-base lodging (unit funded, if required).

2.5.6.12.6. Includes specific training accomplished in each functional area.

2.5.6.12.6.1. Include number of personnel trained in each area, on each piece of equipment, including automated system training (indicate systems trained on).

2.5.6.12.6.2. Specify workload handled, to include number and types of aircraft, number of passengers processed and tons of cargo handled.

2.5.6.12.7. Reports problems or areas of concern.

2.5.6.12.7.1. Indicate training requested and agreed upon by the host unit but not received. Give details to include rationale for training not received.

2.5.6.12.7.2. Other problems or areas of concern to include details and recommended action.

2.5.6.12.7.3. Signature of Team Chief and commander or designated representative.

Table 2.1. Checklist for Deployment Actions.

ACTION ITEM	REFERENCE	TIME FRAME	OPR	DATE COMPLETED
1. Select deployment team chief.	2.5.3.3.	NLT 120 days prior	CMDR	

2. Select/approve deployment team members.	General info	NLT 120 days prior	CMDR/UTDM	
3. Complete a DD Form 1249 for each deployment/re-deployment regardless of team size.	2.5.6.2.	NLT 120 prior to movement quarter	ART/TC	
4. Arrange round trip port calls with supporting TMO.	2.5.5.2.	NLT 90 days prior	UTDM	
5. Arrange commercial air transportation.	2.5.5.3.	As required	UTDM	
6. Notify HQ AFRC/DON of any changes in airlift requirements (DD Form 1249).	2.5.2.4.	As required	NAF/DON	
7. Confirm overseas deployment air reservations.	General info	60 days prior	UTDM	
8. Review any changes in the team structure.	General info	60 days prior	UTDM/TC	
9. Conduct an initial team briefing to ensure team members are informed of deployment procedures.	General info	NLT 60 days prior	TC	
10. Submit area clearance if required.	2.5.5.6.	60 days prior	UTDM	
11. Ascertain any special clothing requirements from host base.	2.5.6.6.	60 days prior	TC	
12. Provide a copy of AFRC Form 14 to NAF/DON for their review.	2.5.6.3	60 days prior	TC	

13. Ensure specific training objectives are established for all team members.	2.5.6.3.	45 days prior	UTDM	
14. Ensure the active duty training orders are published.	2.5.5.4.	45 days prior	UTDM	
15. Brief commander on deployment status.	2.5.5.5.	45 days prior	UTDM	
16. Provide active duty aerial port reserve coordinator with AFRC Form 14 and travel information.	2.5.6.3.	45 - 60 days prior	TC	
17. Prepare commercial transportation funding letter (if no organic airlift is available)	2.3.1.3.	45 days prior	TC	
18. Distribute orders to individuals.	General info	35 days prior	TC	
19. Notify base supply if mobility items are required from mobility bags.	2.5.6.6.	30 days prior	TC	
20. Ensure all team members have the necessary records and IDs.	2.5.6.7.	30 days prior	TC	
21. Ensure all team members have proper safety equipment and appropriate clothing.	2.5.6.6.	30 days prior	TC	
22. Final deployment team briefing.	General info	30 days prior	TC	
23. Obtain lodging confirmation.	2.5.6.4.	30 days prior	TC	
24. Brief commander on deployment status.	2.5.5.5.	15 days prior	UTDM	

25. Provide team member security briefing.	2.5.6.5.	UTA prior to deployment	TC	
26. Pick up commercial airline tickets from TMO and distribute to team members.	General info	15 days prior or as dictated by discount terms	TC	
27. Advise the reserve coordinator of any updated travel info to include separate team member travel.	General info	10 days prior	TC	
28. Accomplish on-site orientation briefing to include work and safety hazards.	2.5.6.8.	Day of arrival	TC/Reserve Coordinator	
29. Ensure work schedules and meal runs are supported by base transportation.	General info	Day of arrival	TC	
30. Confirm return airlift.	General info	Approx 7 days before end-of-tour	TC	
31. Conduct mid-tour evaluation on all aspects of tour.	2.5.6.10.	Mid-tour	TC	
32. Return mobility items to base supply.	2.5.6.11.	5 days after tour	TC	
33. Complete end-of-tour report.	2.5.6.12.	5 days after tour or UTA following tour	TC	

Chapter 3

ANNUAL TOUR SCHEDULING AND PLANNING

3.1. General. This chapter establishes AFRC aerial port functional guidance for scheduling annual tours (AT). Other guidance can be found in AFMAN 36-8001, *Reserve Personnel Participation and Training Procedures*.

3.2. Guidelines:

3.2.1. Aerial port annual tour scheduling is accomplished by HQ AFRC and gaining MAJCOMs during the second quarter of each fiscal year for the following fiscal year.

3.2.2. Schedule annual tours using the fiscal year calendar, Oct-Sep. Actual dates are provided by appropriate NAF/DON. Team size depends on support capability of the training site and training needs of the deploying unit. An entire unit may be scheduled for an AT to support an exercise (Patriot/Phoenix, etc.).

3.2.3. Units may conduct field training exercises (bare base/field environment type training) during CONUS annual tours. Units accomplish training using their assigned mobility equipment. If units does not possess all necessary equipment for bare base operations, coordinate through parent wing/NAF for assistance.

3.2.3.1. The following references should help in planning bare base/field training exercises:

3.2.3.1.1. DOD 4500.9R Part III, *Defense Transportation Regulation (Mobility)*.

3.2.3.1.2. AFJMAN 24-204, *Preparing Hazardous Materials for Military Air Shipments*.

3.2.3.1.3. AFMAN 10-401, *Operation Plan and Concept Plan Development and Implementation*, AFI 10-403, *Deployment Planning*, and AMCI 10-403, *Air Mobility Command (AMC) Force Deployment*.

3.2.3.1.4. AMCI 24-101, Volume 22, *Military Airlift-Training Requirements for Aerial Port Operations*.

3.2.3.1.5. AFMAN 10-100, *Airman's Manual*.

3.2.3.1.6. AFH 32-4014 Vol 4, *USAF Ability to Survive and Operate Procedures in a Nuclear, Biological, and Chemical (NBC) Environment*.

3.2.3.2. Team composition includes but is not limited to:

3.2.3.2.1. Deployed ATOC.

3.2.3.2.2. Load Planners.

3.2.3.2.3. Joint Inspectors.

3.2.3.2.4. Hazardous Material Qualified Personnel (must be inspector qualified).

3.2.3.2.5. Passenger Service Function.

3.2.3.2.6. MHE Operators.

3.2.3.3. Integrate task qualification training (TQT) into training objectives established by the unit commander and unit training deployment manager.

3.2.3.4. Use annual tours to obtain maximum hands-on proficiency and upgrade training. Rotate personnel where possible to maximize training opportunities that are not available at home station.

3.3. Sequence of Events and Responsibilities:

3.3.1. October-November. HQ AFRC/DON establishes a date and location for an Annual Tour Scheduling Workshop and notifies participants.

3.3.2. October-December. Gaining MAJCOMs determine host-base training capabilities in terms of numbers of personnel and priority time frames. Schedule annual tours for 2-week segments, normally beginning and ending on a weekend, unless the unit commander specifically requests otherwise.

3.3.3. November-December. Aerial port unit commanders determine their most urgent training needs and availability of personnel for ATs throughout the fiscal year. They submit unit recommended schedule in sufficient time and with the following information in order to meet the suspense date established by the NAF/DON:

3.3.3.1. Requesting unit commander coordinated proposed schedule with the Operations Group Commander (OG/CC).

3.3.3.2. Submitted to appropriate NAF/DON, In-Turn.

3.3.3.3. Requested annual tour schedule for fiscal year (FY) to include: location, month, and total number of personnel.

3.3.3.4. Signature of unit commander.

3.3.4. November-December. NAF/DONs determine annual training requirements based on their units written requests, expeditionary operational and readiness inspection (EORI) schedules, and war-time tasking. Annual tour location priorities are as follows.

3.3.4.1. Air Expeditionary Forces support requirements.

3.3.4.2. Scheduled EORIs.

3.3.4.3. Tasked wartime beddown locations.

3.3.4.4. OPLAN tasked AORs, when beddown locations are not possible.

3.3.4.5. Locations that provide specialty training.

3.3.4.6. Operation Readiness Exercises (ORE).

3.3.5. November-December. Gaining MAJCOMs provide NAF/DONs with host-base training capabilities (Training Matrix found on the Reserve Coordinators Information Base Web Site: <http://www.safb.af.mil/hqamc/aos/web/index.htm>).

3.3.6. January-March. AT scheduling workshop develops tentative AT schedule for the next FY based on consideration of active duty aerial port training capability and AFRC aerial port squadron training requirements. NAF/DONs forward tentatively approved AT schedule to each unit commander for review.

3.3.7. April-May. Units review and verify tentatively approved AT schedule with OG/CC.

3.3.8. June. NAF/DONs notify HQ AFRC/DON of requested changes to tentative AT schedule.

3.3.9. July. HQ AFRC/DON presents tentative AT schedule to the HQ AFRC DRB for approval. Reviews all disapproved ATs and notifies concerned NAF/DON of disapproval. NAF provides further justification or reschedules unit/team deployment. The HQ AFRC DRB meets quarterly to review changes.

3.3.10. August. HQ AFRC/DON notifies gaining MAJCOMs and NAF/DONs of the approved AT schedule. NAF/DONs then notifies their units.

3.4. Annual Tour (AT) Team Composition:

3.4.1. Use the MAJCOM Training Matrix found on the Reserve Coordinators Information Base Web Site: <http://www.safb.af.mil/hqamc/aos/web/index.htm> to determine team composition. Personnel with less than a three-skill level are prohibited from OCONUS deployments and should be scheduled for CONUS training sites only.

3.4.2. Include AFSCs other than 2T2X1 if appropriate training is available at host base.

Chapter 4

AERIAL PORT UNITS WITH AERIAL DELIVERY SECTIONS

4.1. General. This chapter specifies the organization, mission, and operating requirements for aerial port units with aerial delivery sections.

4.2. Organization, Mission and Operations. Aerial delivery organization, mission, and basic operations are found in applicable portions of AMCI 24-101, Volume 18, *Military Airlift-AMC Aerial Port Mobility Units and Aerial Delivery Flights*, AFJI13-210, (I) *Joint Airdrop Inspection Records, Malfunction, Investigations, and Activity Reporting*. They support tactical unit moves, resupply, and aerial delivery of personnel, equipment, and supplies during peacetime operations. This is a peacetime only authorization/requirement.

4.3. Guidelines:

4.3.1. Primary responsibility of the aerial delivery section is to support aircrew training. Duties include: building, loading, and rigging airdrop loads; packing and drying parachutes; scheduling and coordinating loading operations; performing airdrop inspections, material control, and drop zone (DZ) recovery.

4.3.2. Local flying squadrons are responsible for managing and supervising all activities at the DZ. Aerial port units provide personnel and vehicles for recovery of airdropped loads and transport of equipment to and from the DZ. Local guidelines determine procurement, management, accountability, and storage issues regarding DZ equipment.

4.3.3. The local flying unit is responsible for aircrew training for loadmasters assigned to aerial port units. Coordinate scheduling of training between the ART air transportation superintendent, aircrew scheduler in the flying unit, and individual concerned.

4.3.4. ART loadmasters ensure sufficient prepared loads are available to meet the aircraft training schedule. Loadmaster personnel assigned to the aerial delivery section receive training in final joint inspection for airdrops and complete J5AZA1A251-000, Airdrop Load Inspector Course.

4.3.5. 2T2X1 personnel should train and become proficient in air-land cargo operations. The unit commander determines the required number of 2T2X1s assigned and trained to support aircrew airdrop training mission requirement. Only 5-level or above personnel will be assigned to the aerial delivery section. Personnel assigned to the Aerial Delivery Support Branch (ADSB) must be trained in preparing aerial delivery loads by attending the following formal training course; Fabrication of Aerial Delivery Loads Course, L5AZA2T251 002 (See the *Air Force Education & Training Course Announcements Web Page*: <http://hq2af.keesler.af.mil/etca.htm>). Indicate course completion in the Reserve Aerial Port Data System (RAPDS).

4.3.6. The ART air transportation superintendent attends squadron/group scheduling meetings to coordinate load, rigging, and DZ recovery requirements.

Chapter 5

FORMAL TRAINING (SCHOOLS)

5.1. General. This chapter complements AFMAN 36-8001. It provides guidance and clarifies procedures and responsibilities for aerial port personnel participating in formal training.

5.2. Programming Reserve Requirements for School Tours of Active Duty Training (ADT).

AFMAN 36-8001 outlines procedures for programming Reserve school tour requirements. HQ AFRC/DON programs total Reserve aerial port requirements based on individual unit requirements.

5.3. Course Quota Utilization. Maximum effort must be made to ensure formal school quotas are used as scheduled. The servicing wing training office (DPMT) and appropriate NAF/DON are notified immediately when a scheduled student becomes unavailable and an eligible substitute cannot be designated. All student replacements must be coordinated through the wing training and approved prior to sending the replacement to school. School quota cancellations are made according to AFMAN 36-8001.

5.4. Scheduling Mobile Training Teams (MTT):

5.4.1. Coordinate all MTT requirements through the appropriate NAF/DON to HQ AFRC/DONR for approval. AFRC/DONR solicits MTT requirements from NAF/DONs and reviews input to determine total requirements.

5.4.2. The host organization is responsible for funding MTT instructor TDY costs and for ensuring quota utilization. Cancellation or changes to scheduled training must be according to established guidance.

5.5. Responsibilities:

5.5.1. HQ AFRC/DON:

5.5.1.1. Validates and coordinates all aerial port training requirements with appropriate agencies.

5.5.1.2. Makes final determination on the use of MTTs, to include locations and dates.

5.5.1.3. Solicits MTT requirements from NAF/DONs to ensure sufficient training opportunities are established.

5.5.1.4. Monitors formal school training opportunities. Advises NAF/DONs of available training quotas.

5.5.2. NAF/DON:

5.5.2.1. Requests, validates, and forwards training requirements from units to HQ AFRC/DONR.

5.5.2.2. Ensures formal training (to include MTTs) quotas are effectively used as scheduled.

5.5.2.3. Ensures units forecast their formal training requirements annually (as a minimum) to allow for proper coordination and staffing.

5.5.3. Unit Commanders:

5.5.3.1. Provide appropriate NAF/DON an annual forecast of training requirements for the following year. Coordinates with local budget office to ensure adequate funds are available to support training requirements.

5.5.3.2. Establishes procedures to ensure allocated quotas are used or returned at least 30 days prior to the class start date to allow use by another organization.

5.5.3.3. Ensures training requests are processed through proper channels to include the wing Training Office.

5.5.4. Unit Training Manager:

5.5.4.1. Ensures all training requests are accurate and training prerequisites/requirements are met prior to submitting personnel for training.

5.5.4.2. Publicizes training information throughout the unit to inform personnel of training available and updates to training that may be applicable.

5.5.4.3. Must be familiar with status of training on assigned personnel and keeps abreast of training updates and changes affecting unit personnel.

5.5.4.4. Ensures a solid unit training program is in place and personnel training requirements are adequately forecasted and met.

Chapter 6

TRAINING MANAGEMENT AND ADMINISTRATION

6.1. General. This chapter establishes guidelines for Air Force Reserve aerial port training management and administration. It identifies primary approaches to training and provides guidance for conducting classroom training. Various types of media are defined and guidance provided concerning criterion tests and pretesting. Responsibilities are outlined for training management and administration. Reference AFI 36-2201, *Developing, Managing, and Conducting Training*, and AFMAN 36-2247, *Planning, Conducting, Administering and Evaluating Training*. Regardless of training media used, all testing and certification must be accomplished at the unit. Ensure completed training is properly documented.

6.2. Approaches to Training. There are three primary approaches to providing training: classroom; unit learning centers; and hands-on training. Classroom training is normally associated with a certified instructor and groups larger than six personnel. It is conducted in a traditional classroom setting. Unit learning center training is usually associated with self-paced instruction. Hands-on training is conducted in the work center by a qualified trainer.

6.3. Training Modules. Each training module uses one or more of the following:

6.3.1. Lesson Plans. Serves as a blueprint to follow when practicing and presenting a lesson of instruction. It emphasizes objectives to ensure subject matter is presented in an effective manner, acts as a timetable for various points of instruction, and enables instructors to cover relevant information. Lesson plans are designed to involve one or a combination of these four methods: telling (lecture method), discussing (discussion method), showing (demonstration method), and doing (performance method).

6.3.2. Study Guides. Are similar to textbooks and are knowledge-oriented.

6.3.3. Workbooks. Are performance-oriented and present exercises and problems for students to solve. They may also lead students through a particular job. For example, vehicle inspection workbooks are set up in a checklist format and leads students through an orderly inspection.

6.3.4. Programmed Text. Is a student-centered, self-paced medium that can be either knowledge or performance-oriented. It presents information in planned steps and requires students to respond appropriately before proceeding to the next step. Programmed text can be used outside the classroom and work center.

6.3.5. Handouts. Handouts provide information to use in conjunction with study guides, workbooks, and programmed texts. The first page of a handout indicates how it is used.

6.3.6. Audiovisual Media. Slide/video tapes and interactive video tapes/discs are examples of audiovisual media. Audiovisual modules are effective in providing technical data and transitioning students from an academic learning environment to actually performing in the field. They enable students to view workplace activities otherwise unadaptable to the conventional classroom environment.

6.3.7. Tele-Network Education and Training (TNET). TNET provides real time interactive, instruction, using video links. Numerous courses are available from a wide variety of sources.

6.3.8. Air Transportation Computer Based Training (ATCBT). ATCBT provides stand alone instruction or may be used in conjunction with other media.

6.3.9. Criterion Tests. Satisfactory completion of a module is accomplished by passing a criterion test. Normally, a score of 80 percent or higher, corrected to 100 percent, is acceptable.

6.4. Pretesting. Pretesting is an acceptable method of measuring an individual's current qualifications on previously certified subject matter or task performance. If an individual scores 80 percent or higher on the criterion test and corrects all wrong answers, they have completed the training module. Documentation is accomplished exactly as if the trainee had worked their way through every step of the module.

6.5. Responsibilities:

6.5.1. HQ AFRC/DON:

6.5.1.1. Identifies and forecast training requirements.

6.5.1.2. Selects individuals by job title to receive training (target population).

6.5.1.3. Approves/disapproves local development of training modules. Sends final notification directly to the requesting unit and information copies to appropriate NAF/DON and MSMPT.

6.5.1.4. Ensures Transportation Proficiency Center (TPC) maintains curriculum to support aerial port basic, refresher, and specialized training requirements through in residence or distance learning (TNET). See HQ AFRC/DON's web site for TPC web link.

6.5.2. NAF/DON:

6.5.2.1. Coordinate and up channel suggested procedural and content changes.

6.5.2.2. Identifies training requirements to HQ AFRC/DONR.

6.5.2.3. Maintains a current AFRC INDEX 8, *Index of Command Job Qualification Standards (CJQS)*, *Qualification Training Packages (QTP)*, and *Instructional Programs*.

6.5.3. Unit Commanders:

6.5.3.1. Designate the training manager to oversee the unit training program.

6.5.3.2. Ensure training is properly documented and maintained in the RAPDS system.

6.5.3.3. Forward suggested procedural changes through NAF/DON to AFRC/DON.

6.5.3.4. Identify training requirements through NAF/DON to appropriate agencies.

6.5.3.5. Request HQ AFRC/DON authorization through NAF/DON to develop local training modules.

6.5.3.6. Select as instructors individuals who possess technical qualifications, instructional capability, a skill level equal to or greater than personnel receiving instruction.

6.5.3.7. Ensure academic classes are evaluated.

6.5.4. Unit Training Manager:

6.5.4.1. Maintains a current listing and inventory of all training modules used by unit instructors.

6.5.4.2. Maintains currency of all modules, within three UTAs, of regulation changes which affect the module objectives.

6.5.4.3. Ensures module training (when applicable) is incorporated in unit member training program.

6.5.4.4. Maintains accountability for modules through use of a log or other appropriate means.

6.5.4.5. Administers and controls tests effectively and under appropriate security guidelines.

6.5.4.6. Informs supervisors/trainers of modules available for use by unit instructors.

6.5.4.7. Sends training suggestions through NAF/DON to HQ AFRC/DON to ensure accuracy of training.

6.5.4.8. Submits copy of locally developed training modules through NAF/DON to HQ AFRC/DON.

6.5.4.9. Ensures locally developed training modules are of proper educational quality prior to forwarding through normal channels.

6.5.4.10. Conducts the course, Instructional Techniques for Aerial Port Instructors, 2T2X1-XX-15-1, for potential classroom instructors. Provides remedial training to individuals who fail the course on the first try. Re-tests using a criterion test and/or the observation method for determining satisfactory completion. Individuals must attain a score of 80 percent or better corrected to 100 percent in their second qualification attempt or they will not be certified.

6.5.4.11. Reviews and forwards student critiques to the training officer/NCO for final review/action.

6.5.4.12. Compiles a list of no-show personnel and forwards to management staff.

6.5.4.13. Ensures commanders and supervisors evaluate academic classes.

6.5.5. Instructors:

6.5.5.1. Records student attendance and begins class as scheduled.

6.5.5.2. Uses approved training modules only.

6.5.5.3. Ensures student critiques are completed. File critiques according to AFMAN 37-139, *Records Disposition Schedule*.

6.5.5.4. Reviews and forwards critiques to the unit training manager for review/action.

6.5.5.5. Forwards attendance roster and a list of no-show personnel to the unit training manager.

Chapter 7

AIR TRANSPORTATION COMPUTER BASED TRAINING (ATCBT)

7.1. General. This chapter establishes standardized procedures for operating the ATCBT worldwide. It provides guidelines and defines responsibilities for the use and maintenance of the ATCBT system. Air Transportation Computer Based Training (ATCBT) is an individualized computer training system designed as a bridge between formal technical school training (AFSC 2T2X1) and upgrade training at unit level. ATCBT complements training received from formal schools, career development courses (CDC), and unit OJT. ATCBT is effective as a source of refresher training for previously qualified personnel. HQ AMC/DOZM, HQ AMWC/WCOT (in coordination with HQ AFRC/DON) are OPRs for the ATCBT system and its operation.

7.2. Guidelines:

- 7.2.1. Commanders must appoint an ATCBT manager in writing.
- 7.2.2. Other lessons are used for five- to seven-skill level training and task qualification of personnel. Supervisors determine ATCBT lessons for their personnel based upon master task lists for their respective sections. Trainees are not required, but are encouraged, to review training material not related to upgrade or task qualification training.
- 7.2.3. Trainees unable to obtain lesson proficiency according to lesson objectives should receive additional training and assistance from the supervisor and/or training manager. The trainees supervisor is responsible for ensuring task proficiency through hands-on performance evaluation.
- 7.2.4. Supervisors coordinate ATCBT training through the ATCBT training manager to ensure trainees satisfactorily complete assigned lessons.
- 7.2.5. ATCBT systems contain copyrighted and licensed software. Prior written permission from HQ AFRC/DON is required before copying, removing, or transferring system software and for changing system configuration.
- 7.2.6. ATCBT must be accessible and available for unit personnel training for during UTAs, ATs, etc.

7.3. ATCBT Manager Responsibilities:

- 7.3.1. Ensures ATCBT is incorporated into the unit's training program.
- 7.3.2. Register new trainees on the squadron ATCBT training roster and provide a system overview and demonstration to new personnel during in-processing.
- 7.3.3. Maintain ATCBT data management files and ensures most current update releases are installed.
- 7.3.4. Produces trainee reports for supervisors/managers and higher headquarters not later than 15 days following the end of each quarter, that is Mar, Jun, Sep, Dec.
- 7.3.5. Coordinates with the unit training manager or section supervisor to ensure assigned personnel in upgrade or task qualification training are scheduled to review training programs pertinent to their AFSC and duty assignment.
- 7.3.6. Ensures supervisors and trainees have an understanding of ATCBT equipment operation, lessons, structure, and how ATCBT applies to OJT.

7.3.7. Print and review reports with the commander and forward user comments to HQ AFRC/DON when problems are encountered, with information copies to respective NAF/DONs after March, June, September and December UTAs.

7.3.8. Maintains software, manuals, original disks, and applicable backup copies in a secure location. Performs disk backups of the personnel and training databases on a regular basis. Archive data to disk as necessary.

7.3.9. Ensures current lesson catalogs, manuals, regulations, or other directives are placed at each workstation or in a location accessible to the trainee.

7.3.10. Executes a computer preventive maintenance program. Ensures equipment cleaning is conducted using a computer cleaning kit to wipe the screen face, keyboard, and exterior of each computer and interior cleaning using a hand-held vacuum cleaner. Frequency of cleaning should be set according to the environment of the workstation and amount of use.

7.3.11. Sends suggestions for ATCBT software changes directly to the respective NAF/DON with a copy to HQ AFRC/DON.

7.3.12. Ensures all diskettes used on a non-ATCBT system are scanned for computer viruses prior to use on ATCBT computers.

7.3.13. Provides annual tour team chiefs with the following items before annual tour deployments:

7.3.13.1. Deployed roster transmittal disk.

7.3.13.2. Instructions for loading roster, collecting data, and returning collected data to home station.

7.3.14. Immediately reports system problems directly to HQ AFRC/DON by telephone or e-mail.

7.4. ATCBT Workstations. For ATCBT hardware and software requirements, reference Air Mobility Warfare Center (AMWC) memo found on the AMWC web site. <http://www.amwc.af.mil/wco/wcot/Default.htm>

Chapter 8

RESERVE AERIAL PORT DATA SYSTEM (RAPDS)

8.1. General. This chapter establishes operational responsibilities and procedures for maintenance and use of RAPDS. The primary function of RAPDS is to provide unit commanders with an effective automated management system. It is the only authorized automated system for documenting training for Air Transportation personnel in AFRC aerial port units. RAPDS is divided into four primary areas: administration, material handling equipment (MHE), mobility, and on-the-job training (OJT). AFRC aerial port units will use all areas of the RAPDS program.

8.2. References:

- 8.2.1. AFI 33-101, *Communications and Information Management Guidance and Responsibilities*.
- 8.2.2. *AFRC RAPDS Users Manual*.

8.3. Responsibilities. Responsibilities for each level of command are as follows:

8.3.1. HQ AFRC/DON:

- 8.3.1.1. Directs the formulation and implementation of RAPDS management and operations for Reserve aerial port units.
- 8.3.1.2. Approves/disapproves changes to the RAPDS program.
- 8.3.1.3. Provides staff supervision, training, and guidance to NAFs to ensure optimum RAPDS use.
- 8.3.1.4. Supervises maintenance and revisions to the RAPDS software program.
- 8.3.1.5. Hosts panels, meetings, and study groups in support of RAPDS objectives.

8.3.2. NAF/DON:

- 8.3.2.1. Ensures the most current version of RAPDS is installed and implemented in subordinate units.
- 8.3.2.2. Provides staff assistance to ensure optimum RAPDS use.
- 8.3.2.3. Provides guidance and training to subordinate units on program installation and use to ensure their ability to train RAPDS monitors.
- 8.3.2.4. Provides representation at panels, meetings, and study groups in support of immediate and long-range RAPDS objectives.
- 8.3.2.5. Distributes revisions/updates to units.

8.3.3. Unit Commanders:

- 8.3.3.1. Appoints a RAPDS program monitor in writing and ensures implementation of RAPDS.
- 8.3.3.2. Determines which RAPDS reports are necessary to meet unit management and readiness goals.

8.3.3.3. Provides representation at panels, meetings, and study groups in support of RAPDS objectives.

8.3.4. Unit RAPDS Program Monitor:

8.3.4.1. Supervises and monitors the RAPDS program within the unit.

8.3.4.2. Provides training and guidance to data entry personnel.

8.3.4.3. Provides training to key personnel, functional managers, and work center supervisors on capabilities and use of RAPDS.

8.3.4.4. Monitors security of passwords in the RAPDS system.

8.3.4.5. Ensures RAPDS database and programming are not modified without prior written approval from HQ AFRC/DON.

8.3.4.6. Provides the unit commander with necessary information about available RAPDS reports.

8.3.4.7. Ensures security of RAPDS data and compliance with provisions of the Privacy Act of 1974.

8.3.5. Unit Training Manager:

8.3.5.1. Monitors integrity of training data input to the RAPDS system.

8.3.5.2. Ensures proper master task listing (MTL), and job qualification standard (JQS) worksheet formats are used for training records.

8.3.5.3. Provides guidance during validation of unit and functional area master task listings.

8.3.5.4. Ensures training data is entered in the RAPDS system within 90 days after completion.

8.3.5.5. Ensures a training folder containing hard copies of the following documents is maintained on each individual in training:

8.3.5.5.1. RAPDS-generated individual history.

8.3.5.5.2. RAPDS-generated Individual Job Qualification Standards (JQS) Work Center Certification Worksheet.

8.3.5.5.3. Training Qualification Report.

8.3.5.5.4. AF Form 623a, **On-The-Job Training Record-Continuation Sheet**, or authorized substitute.

8.3.5.5.5. ECI Form 9 (provided with CDC) test answer sheets for personnel enrolled in CDC courses.

8.3.5.5.6. AFRC Form 56, **Upgrade Training Documentation Checklist**.

8.3.5.5.7. Report of initial evaluation on newly assigned personnel.

NOTE: The documents designated above are minimums; other documents directly related to training may be included. The RAPDS designated documents must be the approved and distributed AFRC formats.

8.4. Revisions . Personnel at all echelons are encouraged to make recommendations for improvements to the RAPDS program. Send program suggestions to the appropriate NAF/DON.

Chapter 9

MANAGEMENT OF AERIAL PORT TRAINING AIDS (APTA)

9.1. General. This chapter establishes procedures for acquisition, funding, use, operation, inspection, maintenance and disposition of Aerial Port Training Aids (APTA). The primary purpose of an APTA is to serve as a hands-on training device for Air Force Reserve Command (AFRC) aerial port units. This chapter applies to the Transportation Proficiency Center (TPC) and AFRC aerial port units who request/possess APTAs.

9.2. Acquisition Requirements:

9.2.1. In order to obtain Command approval to acquisition an APTA trainer, the requesting unit must prepare, staff, and coordinate a completed Staff Summary Sheet (SSS) for obtaining permission to allow long term parking for the APTA from the Base or Installation Commander at a specific location.

9.2.2. Requesting unit initiates a host tenant support agreement (HTSA) or memorandum of agreement (MOA) with a aircraft maintenance unit within the Air Force Reserve Command (AFRC) NAF area of responsibility (AOR) capable of supporting the maintenance requirements for the particular type of APTA aircraft. These agreements should include but are not limited to:

9.2.2.1. RPA manday funding requirements for personnel.

9.2.2.2. Operations and maintenance (O&M) funding requirements, that is, replacement parts, supplies, travel, and per-diem, etc.

9.2.2.3. Funding for required APTA inspections.

9.2.3. Once a MOA/HTSA is established and approved locally, forward, along with the locally approved staff summary sheet, to the appropriate NAF DON/LGM for approval, concurrence, and coordination.

9.2.4. If approved by the NAF/DON/LGM staff, the coordinated staff summary sheet is forwarded to HQ AFRC/LGQRA - AVDO for AFRC/LG approval. If approved, HQ AFRC/LGQRA - AVDO forwards the request to the Air Staff for coordination approval/disapproval. Forward an information copy of the request to the appropriate system program manager (SPM) for each type of aircraft.

9.2.5. If approved, all APTA requests are placed on projects approved by HQ USAF/XPP and returned to HQ AFRC/LGQRA - AVDO for sourcing.

9.3. Responsibilities of Organization/Unit possessing APTAs:

9.3.1. The commander or appropriate authority for the organization/unit possessing the APTA appoints a custodian, in writing, to serve as primary point of contact for APTA issues and activities.

9.3.2. The custodian ensures required publications, forms, and checklists are available and used in managing APTA activities to include maintenance inspections and repairs.

9.3.3. The custodian establishes and maintains a log reflecting date and time of use, type of inspections performed, type of training, unit being trained, and name of instructor/operator and crew chief.

9.3.4. Ensures APTAs are maintained in safe mechanical condition at all times to ensure safety of training and operation.

9.3.5. Ensures all technical orders (TO) inspections and maintenance are performed timely and according to applicable instructions and TOs.

9.3.6. Owning organization/unit develops local instructions defining the scope of unit training requiring the use of the APTA for training. The instruction also identifies functional responsibility for funding, operations, maintenance, and records management, and specific unit guidance.

9.4. APTA Training Requirements:

9.4.1. Senior management of the owning organization designates, in writing, APTA custodians, crew chiefs, and instructor/operators and forwards a copy of the appointment letter to their respective NAF/DON.

9.4.2. The TPC conducts initial training for all unit custodians and instructor/operators on procedures, tech orders, and equipment specifics of the APTAs. Arrange directly with the TPC at Dobbins ARB GA.

9.4.3. Unit custodians provide biennial refresher training and certification for instructor/operators at the unit level.

9.4.4. Unit custodians attend biennial training at the TPC.

9.4.5. Supervisors ensure training is documented in the individual's training records. Use of the Reserve Aerial Port Data System (RAPDS) to accomplish this documentation.

9.5. Maintenance of Aerial Port Training Aids:

9.5.1. General. These paragraphs prescribe maintenance procedures governing APTAs. APTAs are aerospace vehicles permanently grounded for the purpose of providing hands-on personnel training.

9.5.2. Permanently grounded aerospace vehicles are those considered excess to future operation or flying requirements by Headquarters Air Force (HQ USAF). Aircraft in this category are re-designated by adding the prefix "G" to the basic mission design series (MDS) and are identified with assignment code "TX". The system program manager (SPM) initiates the save list of items to be removed. HQ AFRC/LGM, in coordination with the unit, reviews and approves the listing ensuring items to be removed are not required for the training program and will not disfigure the external appearance of the aircraft. After items on the save list have been removed, removal of additional items must be approved by HQ AFRC/LGM. Turn in all excess items not required in the training program to base supply.

9.5.3. An APTA crew chief is assigned in writing by the owning organization or by the use of a HTSA or MOA with an organization which possesses the required maintenance AFSCs. This individual must possess the technical expertise, management skills, and leadership ability to assure quality maintenance standards of equipment condition, reliability, and safety are attained. The crew chief is responsible to accomplish and/or coordinate maintenance actions for the APTA, ensure APTA documentation is accurate and complete, and be qualified to operate APTA systems and appropriate support equipment to conduct APTA maintenance. All qualified APTA crew chiefs must be certified by qualified maintenance personnel possessing the required AFSC.

9.5.4. APTA Maintenance. APTA maintenance includes on and off equipment maintenance of active systems and subsystems and necessary actions to maintain the aerospace vehicle in a presentable condition. Owning organization:

9.5.4.1. Determines systems and subsystems to be operational and maintained in the same configuration as operational equipment.

9.5.4.2. Ensures standard maintenance practices regarding inspection, appearance, cleanliness, ground safety, and prevention of corrosion are met. Corrosion control procedures are outlined in TO 1-1-691.

9.5.4.3. Develops, prepares, and updates crew chief inspection checklists used for inspecting the condition and safety of APTAs. The crew chief checklists are developed from the actual weapons system home station check (HSC) work deck and approved by an aircraft maintenance organization with the appropriate AFSCs assigned. Ensure inspections are performed using approved pre/post crew chief checklists. Ensure periodic maintenance inspections are conducted by qualified aircraft maintenance personnel at least semi-annually using the tailored HSC work deck. The crew chief checklists must be validated as needed by the aircraft maintenance organization performing the semi-annual inspection and maintenance.

9.5.4.4. Ensures accurate maintenance documentation. APTA mandatory AFTO Form 781 series forms are listed in TO 00-20-5, paragraph 3.2. The aircraft maintenance organization and the owning organization determine what AFTO Form 781 series forms are appropriate for effective management of the APTA. Document maintenance actions per TO 00-20 series requirements. Use of unit operational Management Information System (CAMS, GO81) for APTA records management is recommended. Owning organizations not having logistics capability establish HTSAs or MOAs assigning records management responsibility.

9.5.4.5. Ensures timely completion of TCTOs on systems designated for configuration management and proper configuration status accounting is maintained. Accomplish TCTOs on systems not designated for configuration management as required to ensure safety of operation.

9.5.4.6. Ensures proper coordination and documentation of parts removed from permanently grounded aircraft are accomplished as follows:

9.5.4.7. When an item is removed or replaced, the crew chief ensures this action is documented in the AFTO Forms 781 series. Include the authority for removal (message number, telecom, letters, and dates, etc.) and condition of installed/replacement items.

9.5.4.8. When limited save list actions have been done, the owning organization must keep a copy of the completed list for historical records.

9.5.4.9. Identify all unserviceable components furnished by ALC in a conspicuous manner (red X or red dot system).

9.5.4.10. APTAs must be physically supported and secured to prevent the possibility of tipping due to loading/unloading operations (that is, milk stools, tail stands, ballast, blocks, or other physical restraints).

9.5.4.11. Ensure operating and maintenance technical data are readily accessible whenever the APTA is in use or undergoing inspection. Use of an APTA G-file is required. G-files may be tailored depending on system capability for the training.

9.6. APTA Operations:

9.6.1. Use a checklist during all phases of APTA operations. Checklists must be reviewed and approved as required by a qualified loadmaster. Use the appropriate -9 series to assist with development of the checklist. Each checklist must reflect all usable systems that apply to the APTA assigned. The checklist must also contain all phases of operations: pre-operation, during operations, and post operation inspections.

9.6.2. The instructor/operator must certify compliance with pre-, during-, and after-operations inspections using a log as referenced in paragraph 9.3.4. The APTA will not be used until all required crew chief inspections are completed and documented.

9.7. Disposition:

9.7.1. Prepare and coordinate staff summary sheet locally and forward to the respective NAF/DON/LGM.

9.7.2. The NAF forwards to HQ AFRC/LGQRA (AVDO).

9.7.3. The owning organization is responsible for funding and disposal of APTAs.

Chapter 10

EXPLOSIVES SAFETY/HAZARDOUS MATERIAL (HAZMAT) HANDLING

10.1. General. This chapter outlines objectives, responsibilities, and required training for AFRC aerial port units and the explosives safety and hazardous material handling programs.

10.2. References:

- 10.2.1. AFI 91-202, *The US Air Force Mishap Prevention Program*.
- 10.2.2. AFMAN 91-201, *Explosives Safety Standards*.
- 10.2.3. AFI 24-201, *Cargo Movement*.
- 10.2.4. AMCI 24-101, Volume 11, *Military Airlift-Cargo and Mail*.
- 10.2.5. DOD 4500.9R, Part 2/3, *Defense Transportation Regulation*.
- 10.2.6. AFJMAN 24-204, *Preparing Hazardous Materials for Military Air Shipment*.
- 10.2.7. AFI 91-301, *Air Force Occupational and Environmental Safety, Fire, Protection, and Health (AFOSH) Program*.

10.3. Objectives:

- 10.3.1. Federal law requires the establishment of controls to protect both public and military personnel from dangers associated with hazardous material (HAZMAT). This chapter establishes requirements to protect aerial port personnel handling hazardous materials in the course of their duties.
- 10.3.2. It is vitally important for all personnel to understand basic concepts for minimizing risks. Simply stated, expose minimum resources to minimum quantities of hazardous materials for the shortest possible time, and even then, exposure must be deemed essential to mission accomplishment.
- 10.3.3. Commanders ensure personnel are trained and fully qualified before working with or around hazardous materials. This can be accomplished by maintaining a cadre of trained personnel in each section to meet the most stringent requirements in all aspects of explosives safety handling. Unit commanders and management staff should review OPlan taskings at least annually. This will assist in determining the number of HAZMAT preparers, inspectors and explosive handlers required for peace-time/wartime taskings. Particular attention to this requirement is essential when personnel deploy. Personnel must receive a briefing on local procedures by the host at a deployed location before handling explosives and hazardous materials. Deployed personnel request a briefing from the host if one is not already offered.

10.4. Explosives Handling Responsibilities:

- 10.4.1. Commanders:
 - 10.4.1.1. Designate an explosives safety officer/NCO (staff sergeant or above) in writing. Reference AFMAN 91-201.
 - 10.4.1.2. Establish a viable training program AFI 91-202.

10.4.1.3. Ensure concerned local agencies (for example, EOD, fire department, base safety, etc.) are notified of any explosive or HAZMAT mishaps.

10.4.2. Supervisors:

10.4.2.1. Ensure personnel are properly trained in handling procedures before starting operations involving explosives or hazardous materials.

10.4.2.2. Ensure personnel use and wear approved clothing and equipment when required.

10.4.2.3. Certify personnel only after successful completion of required training (paragraph 10.4) and observation of duties performed accurately and safely. Ensure certification is updated in RAPDS and reaccomplished annually.

10.4.2.4. Are familiar with local operating instructions (OI) and fully understand the conditions that exist at the location where duty is performed. Supervisors must ask about local OIs and conditions at deployed locations if this information is not already provided by local aerial port personnel.

10.4.2.5. Conduct a briefing on specific hazards before personnel handle HAZMAT.

10.4.3. Explosives Handlers:

10.4.3.1. Immediately report unsafe equipment, material, or conditions to their supervisor.

10.4.3.2. Use approved clothing and equipment when required.

10.4.3.3. Use extreme care and safety in the performance of duties.

10.5. Training:

10.5.1. Unit commanders maintain a cadre of trained personnel in each section to meet the most stringent requirements in all aspects of explosives safety handling.

10.5.2. The explosives safety officer/NCO must review applicable safety regulations and local written procedures.

10.6. HAZMAT Handling Responsibilities:

10.6.1. Unit Commanders:

10.6.1.1. Forward (through appropriate NAF/DON to HQ AFRC/DON) a memorandum reflecting personnel appointed as inspectors/preparers. Memorandum is required semi-annually (January and July) and should include rank, name, SSN, course number and date of certification, in each functional group.

10.6.1.2. Ensure unit hazardous materials training program meets mission requirements and provides necessary OJT to keep qualified HAZMAT trained personnel proficient and current with changes in regulatory guidance.

10.6.1.3. Ensure personnel selected for initial inspector/preparer training satisfactorily complete required training through in-resident attendance at a Department of Transportation (DOT) approved MTT or in-residence course.

10.6.1.4. Ensure recertification (refresher) training for personnel previously completing inspector/preparer training is accomplished at unit level using the Air Force approved exportable train-

ing package (ETP), for first recertification. Inspectors recertify using in-residence or MTT every other cycle.

10.6.1.5. Establish local procedures to ensure qualified inspector/preparer personnel complete recertification (refresher) training in advance of certification expiration. Commanders are encouraged to replace personnel who fail re-certification training and not recycle them back through initial training. Although AMCI 24-101, Volume 11, authorizes commanders to extend inspector certification for 60 days, this does not apply to AFRC Aerial Port Squadrons. An extension waiver can be obtained from HQ AFRC/DONR. Submit request with justification through appropriate NAF/DON.

10.6.1.6. Select most highly qualified unit personnel as HAZMAT instructors. Selected individuals must demonstrate instructional capabilities and have technical knowledge and be inspector/preparer qualified in all areas of hazardous material.

10.6.2. Supervisors:

10.6.2.1. Ensure personnel handle HAZMAT in a safe manner and observe rules and guidance designed to maximize safety and minimize mishaps.

10.6.2.2. Ensure personnel use approved clothing and equipment when required.

10.6.2.3. Upon successful completion of required training add personnel to commander's delegation letter and ensure documentation is updated in RAPDS.

10.6.2.4. Ensure inspector/preparer qualified personnel complete recertification (refresher) training in advance of certification expiration.

10.6.2.5. Establish a suspense file to flag qualified inspector/preparer personnel due for recertification training to avoid loss of inspector/preparer qualified people. If an extension waiver is required, one can be obtained from HQ AFRC/DONR. Submit request with justification through APS/CC to appropriate NAF/DON.

Chapter 11

AERIAL PORT AIR RESERVE TECHNICIAN (ART) SUPPORT STAFF

11.1. General. This chapter outlines duties and responsibilities for Air Transportation (2T2X1) and Information Management (3A0X1) air reserve technicians (ART) assigned to AFRC aerial port units.

11.2. Duties and Responsibilities:

11.2.1. Unit Air Transportation ART:

11.2.1.1. Day-to-day representative for the unit commander in managing aerial port programs and activities.

11.2.1.2. Coordinates and provides wing support where units have an aerial delivery support branch.

11.2.1.3. Coordinates and maintains unit mobility/mobilization programs.

11.2.1.4. Provides aerial port technical expertise to unit personnel.

11.2.1.5. Develops, plan, and coordinates local unit training exercises.

11.2.1.6. Performs duties of unit vehicle control officer (VCO) when vehicles are assigned to the unit.

11.2.1.7. Coordinates inter-service and host-tenant support agreements required to support the unit training program.

11.2.1.8. Primary for the unit Status of Resource and Training System (SORTS) Program. Monitors, prepares, and processes SORTS reports. Briefs unit commander and key staff on unit status and events affecting unit readiness.

11.2.1.9. Performs duties as primary unit supply/equipment custodian.

11.2.1.10. Reviews and ensures unit commanders and key staff are briefed on OPLANs and changes involving unit taskings for mobilization/mobility requirements.

11.2.1.11. Directs, controls, and monitors activities of unit assigned ARTs, as applicable.

11.2.1.12. Analyzes unit wartime taskings to determine nature and type of training required to support the most stringent tasking. Ensures unit training programs meet these requirements.

11.2.1.13. Monitors unit training to include, but not limited to:

11.2.1.13.1. Hazardous materials handling training.

11.2.1.13.2. Annual tour/UTA training schedules.

11.2.1.13.3. Transportation Proficiency Center training and formal schools.

11.2.1.13.4. Various hands-on training opportunities.

11.2.1.13.5. Coordination of requested training courses.

11.2.1.13.6. Notifying unit personnel of formal training information upon approval.

11.2.1.14. Validates qualifications of personnel submitted for MPA taskings.

- 11.2.1.15. Maintains liaison with NAF/DON and active duty aerial port coordinators.
- 11.2.1.16. Is program manager for unit manday requirements.
- 11.2.1.17. Is primary resource advisor.
- 11.2.1.18. Performs unit deployment coordination activities.
- 11.2.1.19. Develops annual reserve personnel appropriations (RPA) and operations and maintenance (O&M) budgets.
- 11.2.1.20. Assists annual tour team chiefs in preparation of AFRC Form 14, **Aerial Port Team Deployment Personnel Data**, DD Form 1249, **SAAM or JCS Exercise-Airlift Request**, and other transportation requirements to training deployment sites.
- 11.2.1.21. Reviews all end-of-tour and after action reports.
- 11.2.1.22. Ensures training records are reviewed for documentation accuracy at least quarterly. Briefs the unit commander on results.
- 11.2.1.23. Assist unit in preparing annual training plan.

11.2.2. Unit Information Management ART:

- 11.2.2.1. Manages unit day-to-day administrative/personnel programs necessary to maintain continuity between UTAs. Ensures information in the administrative module of RAPDS is current.
- 11.2.2.2. Together with the Air Transportation Specialist, ensures facilities, equipment, and training aids are adequate and available prior to a unit UTA.
- 11.2.2.3. Ensures daily availability to unit members requiring assistance.
- 11.2.2.4. Performs duties along with the unit supply technician as alternate unit supply/equipment custodian.
- 11.2.2.5. Assists awards and decorations officer/NCO in submitting individual awards and annual transportation awards.
- 11.2.2.6. Prepares and maintains a monthly staff briefing folder to include, but not limited to: unit manning status; suspenses; incoming publications and correspondence; Enlisted Performance Report (EPR), Officer Performance Report (OPR) and other pertinent information as required.
- 11.2.2.7. Manages and monitors unit personnel participation.
- 11.2.2.8. Performs duties as alternate unit resource advisor and assists in developing a unit budget.
- 11.2.2.9. Assists the Transportation Specialist ART and management staff in conducting and analyzing statistical studies pertaining to effectiveness of unit training programs.
- 11.2.2.10. Assists in the formulation and development of detailed deployment, recall, communications-out, and other similar plans in support of overall unit mission.
- 11.2.2.11. Assists in unit computer system security management.
- 11.2.2.12. Assists management staff with the reporting of SORTS.
- 11.2.2.13. Monitors unit security program.

11.2.2.14. Coordinates military personnel matters with the Military Personnel Flight (MPF). Compiles reports and processes personnel actions.

Chapter 12

MILITARY PERSONNEL APPROPRIATION (MPA) MAN-DAY PROGRAM

12.1. General. This chapter outlines the responsibilities regarding support for the MPA program. The primary purpose of MPA program is to provide qualified and trained personnel to support Active Duty Taskings.

12.2. Responsibilities:

12.2.1. HQ AFRC/DONR:

12.2.1.1. Create tasking worksheet from taskings received from other MAJCOM and distribute to NAFs.

12.2.1.2. Receive information from NAFs of volunteers and verify tasking requirements are met.

12.2.1.3. Submit volunteers to gaining MAJCOM and request manday allocations and appropriate funding.

12.2.2. NAF/DON:

12.2.2.1. Forward tasking requirements to subordinate units.

12.2.2.2. Submit volunteer information to HQ AFRC/DONR.

12.2.2.3. Function as liaison on all matters concerning MPA taskings.

12.2.3. Unit Commander:

12.2.3.1. Must approve all volunteers submitted to support manday opportunities.

12.2.3.2. Establish a policy and checklist for screening personnel volunteering for mandays.

Checklist items should include: skill level, MHE, medical, security clearances, and number of mandays performed during current fiscal year, uniforms, travel and special items pertaining to deployment location.

12.3. Forms Prescribed:

12.3.1. AFRC Form 14, **Aerial Port Team Deployment Personnel Data.**

12.3.2. AFRC Form 56, **Upgrade Training Documentation Checklist.**

JAMES E. SHERRARD III, Maj Gen, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

Abbreviations and Acronyms

ADT—Active Duty Training

APOD—Aerial Port of Debarkation

APOE—Aerial Port of Embarkation

APTA—Aerial Port Training Aids

ARC—Air Reserve Component

ART—Air Reserve Technician

| **ALC**—Air Logistics Center

AT—Annual Tour

ATCBT—Air Transportation Computer Based Training

ATOC—Air Terminal Operations Center

CONUS—Continental United States

DOCs—Designed Operational Capability Statements

DRB—Deployment Review Board

DRG—Deployment Review Group

| **EORI**—Expeditionary Operational Readiness Inspection

ETP—Exportable Training Package

GAL—Global Assets Listing

MHE—Material handling Equipment

| **MPA**—Military Personnel Appropriation

MTT—Mobile Training Teams

| **NAF**—Numbered Air Force

OCNUS—Outside Continental United States

OI—Operating Instruction

OPLANs—Operation Plans

RAPDS—Reserve Aerial Port Data System

SAAM—Special Assignment Airlift Mission

SE/QC—Self Evaluation / Quality Control

| **SM**—System Manager

SORTS—Status of Resource and Training System

TPC—Transportation Proficiency Center

UTCs—Unit Type Codes

| UTD**M**—Unit Training Deployment Manager

VCO—Vehicle Control Officer

VOO—Vehicle Operations Officer

Attachment 2

**SAMPLE OF CONUS FUNDING REQUEST
(FOR STATE-SIDE DEPLOYMENTS ONLY. FILL IN ITALIC AREAS.)**

**DEPARTMENT OF THE AIR FORCE
AIR FORCE RESERVE COMMAND**

Date

MEMORANDUM FOR: *Your NAF*

HQ AFRC/DONR

Your unit

Your unit's address

SUBJECT: CONUS Annual Tour Funding Request

1. The XX APS requests funding for the following annual tour: *Training Location & Tour Dates.*
2. Commercial airfare from XXX to *annual tour training location; the city is:* \$ XX, per person , *either one way or round trip.* Team size is XX Total airfare costs: \$ XX
3. Commercial "Chartered" Bus Funding: "*N/A*" or, *Show Pick-up & drop-off locations, name of the company providing service with POC & phone number and total "chartered" costs, one way or round trip.*
4. Total amount requested for this annual tour deployment is: *Total Dollar amount requested*

//SIGNED//

Name of Unit 2T2 ART

Unit DSN Telephone Number

Attachment 3

SAMPLE OCONUS FUNDING REQUEST

For OCONUS deployments only. Fill in italic areas.

NOTE: Paragraph 2a. is for the AFRC funded portion from the airport nearest your home station to/from the APOE/D or commercial gateway (use this paragraph only if you're traveling on Cat B). Paragraph 2b. is for the AMC funded Cat B travel from the APOE/D to the annual tour destination (Cat B cost only). Paragraph 2c. If Cat B is not available, then use this paragraph for the commercial airfare cost from the airport nearest your home station to annual tour destination - it will be funded by AMC. At some OCONUS a departure tax is required. If this is the case, add a new paragraph after 3 and renumber the current paragraphs to recover those costs.

**DEPARTMENT OF THE AIR FORCE
AIR FORCE RESERVE COMMAND**

Date

MEMORANDUM FOR: *Your NAF*

HQ AFRC/DONR

Your unit

Your unit's address

SUBJECT: OCONUS Annual Tour Funding Request

1. The *XX* APS requests reimbursement funding for the following annual tour: ***Training Location & Tour Dates.***

2. COST COMPARISON BETWEEN COMMERCIAL & CAT B FLIGHTS

a. Commercial airfare from *XXX* to *APOE* (to catch the Cat B) is: \$ *XX*, per person, ***either one way or round trip.*** Team size is: *XX* Total airfare costs: \$ *XX*

b. Cat B airfare from *APOE/D or commercial gateway* to *annual tour training location* is: \$ *XX*, per person ***either one way or round trip.*** Team size is: *XX* Total airfare costs: \$ *XX*) Cat B departures/arrives: ***Dates & Times***

c. Commercial airfare from *XXX* to *annual tour training location; the city* is (When Cat B is not available): \$ *XX*, per person ***either one way or round trip.*** Team size is: *XX* Total airfare costs: \$ *XX*

3. I recommend our unit use: ***Commercial "City Pairs" and/or Cat B***

4. Commercial "Chartered" Bus Funding: *"N/A" or, Show Pick-up & drop-off locations, name of the company providing service with POC & phone number and total "chartered" costs, one way or round trip.*
5. Total amount requested for this annual tour deployment is: *Total Dollar amount requested*

//SIGNED//

Name of Unit 2T2 ART

Unit DSN Telephone Number